

Due May 1, 2008

**Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319**

***Request for Iowa Community College
Performance Assessment Funds***

Community College name: _____

Four-year partnering colleges or university names: _____

Program Contact Person:

Name _____

Title _____

Address _____

Telephone: _____ Fax: _____

E-Mail _____

Business Office Contact Person:

Name: _____

Title: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Statement of Assurances

Should a Performance Assessment Award be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Iowa Department of Education that the authorized official will:

1. Upon request, provide the Iowa Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
2. Use grant funds to supplement and not supplant funds from nonfederal sources.

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Typed or Printed Name of Authorized Official Title

Signature of Authorized Official Date

Please submit hard copy to

Process for Procuring Grant Funds:

1. Submit Grant Request Package; Postmarked by
Grant Request Package Contents:
 - Request for Performance Assessment System Funds Cover Page
 - Action Plan
 - Budget
2. Grant requests will be reviewed by the Assessment Committee, the Leadership Team, and the Iowa Department of Education.
3. Institution will be notified of a grant award by May 21, 2008
4. Contracts for awardees will be developed by the Iowa Department of Education upon notification to the IHE of the award.
5. It will take 30 days after the award notification for a contract to be executed and fully approved. This would be as per a May 21 notification.
6. Payments cannot be released until a contract is fully approved with all signatures.
7. Institutions should not incur costs before a contract is approved and plan accordingly.
8. To acquire each payment, an IHE must submit an invoice or letter with an original signature requesting funds. This is necessary for the release of each payment – fifty percent, forty percent, and final ten percent.
9. An Interim report must be submitted with an invoice by January 15, 2009. NOTE: an awardee will not receive the forty percent payment unless the Interim Report budget indicates that the first fifty percent has been spent.
11. A Final report must be submitted with an invoice by December 15, 2009
12. A report form or template is included as an attachment with this RFP. Please use it for the Interim and Final Reports. It includes a narrative and budget form.

The grant application and reports must be submitted electronically in addition to hard copy.

Criteria for Community College Grant Awards:

The awards are intended to support assessment of student outcomes for education courses leading to transfer to four-year programs and an eventual teaching license. Applicants are expected to demonstrate course articulation based on student outcomes with one or more four-year systems and collaborate as appropriate with four year institutions who are primary recipients of their graduates. Applicants are also encouraged to collaborate with four-year partners to gain feedback from alumni and information regarding subsequent success in four year programs. Assessment and articulation should reflect state of Iowa and INTASC standards as appropriate to a student at a community college.

Grant funds are available for use by recipients for purposes including but not limited to faculty development and training, design or modification of performance tasks, procedures for assuring reliability and validity of assessments, and technical support.

Funds may be used for expenses such as: faculty release time, personnel for clerical work, travel, lodging and meals, consultants, hardware, and materials including software. Applications should describe one or more four-year institutions with whom student outcomes will be articulated.

I. Context

Describe current education programming including education courses taught, the frequency of offering, and typical enrollment, approximate numbers of students seeking teaching as a career per year, number of full-time and part-time faculty teaching education courses. Indicate any unique features of the program that will help reviewers better understand your assessment needs.

II. Project Narrative (1-2 pages describing how you will use the funds) A synopsis of the project narrative will be reflected in the Action Plan.

III. Action Plan –

[illegible]

III. Budget Requests

Personnel	Based on Total Budget of	Based on Budget of
Wages		
Expenses (Travel, Meals, Lodging)		
Professional Services/Professional Development		
Fees		
Expenses (Mileage, Meals, Lodging, Room Rental)		
Software		
Hardware		
Supplies and Materials		
Phone/Mail		
Other – specify:		
Other – specify:		
Total		